

GILLIAN BURKE

Glidawn Stud, Dungarvan, Co. Waterford,
087-2564568

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gillian.burke1@ucdconnect.ie

EDUCATION

University College Dublin

2016-2020

I am currently a student of Business and Law in UCD. I have a GPA of 3.27 and am on target to achieve a 2:1 degree, or higher. Received UCD Entrance Scholar Award, 2016.

Ursuline Convent Thurles, Leaving Certificate

2010-2016

Subjects taken: English A2, Maths B3, Irish A1, French A2, Business B1, Economics A1, Music B2. (All higher level).
CAO Points: 565.

RELEVANT WORK EXPERIENCE

John A. Sinnott & Co. Solicitors

June 2017

Duties

- Downloading property portfolios from the Revenue & Property Registration Authority
- Dealing with sale, purchase, and voluntary transfer files
- Scheduling deeds and proofing sample wills and letters of wishes
- Helping to revise the firm's probate procedure from start to finish
- Archiving and scanning documents to case files
- Attending court proceedings
- Completing Personal Injuries Board Applications and Schedules of Special Damages
- Dictating (Use of *Dictanet*) and using of *Partner* practice management system

ASSOCIATED REFERENCES

John A. Sinnott & Co. Solicitors

John G. Murphy,
Principle solicitor,
Market Square,
Enniscorthy,
Co. Wexford
053 9233111
info@johnasinnottsolicitors.ie

Ursuline Secondary School, Thurles

Sr. Bernadette Blake,
Boarding School Headmistress,
Ursuline Boarding School,
Thurles,
Co. Tipperary
050422147
bblake@uct.ie

HOBBIES

Sailing - Horse Riding - Hockey - Music

OTHER WORK EXPERIENCE

Dungarvan Harbour Sailing Club – Sailing Instructor

July 2017

Duties

- Teaching new skills and coaching for competitions
- Assessing progress, providing feedback to parents and awarding national qualifications
- Boat maintenance
- Operating a safety boat and administering occupational first aid

Coláiste Uisce – Sailing Instructing through Irish

July - August 2017

Duties

- Teaching sailing to children of all ages, abilities and disabilities, through the Irish language
- Encouraging students to enjoy speaking Irish
- Boat Maintenance
- Teaching adult sailing and windsurfing as part of an after-work initiative

Glidawn Stud Bloodstock Ltd

June - September 2016

Duties

- Completing sales entries and booking travel arrangements
- Preparing horses for sales, riding out and exercising young horses
- Traveling with horses to sales
- Working at leading bloodstock sales in Ireland, France and the UK

SKILLS AND ABILITIES

Leadership Skills: Current Secretary of UCD Equestrian Club. Former captain of Ursuline Secondary School Senior Debating Team. Former leader of second violins in Ursuline Secondary School Senior Orchestra.

Team Player: Member of the UCD Saint Vincent de Paul fundraising committee 2017. Former member of Gael Linn Senior Debating Team at Ursuline Secondary School. Interests such as debating, hockey and team sailing have ensured that my communication and interpersonal skills have been practiced and strengthened through leading and interacting with both small and large groups of people in both relaxed and competitive environments.

Computer Skills: Completed Microsoft Word and PowerPoint programmes. Proficient in all Microsoft Office applications. I have an accomplished use of ‘Partner’ case-management system and dictation software ‘Dictanet’. I can also work with SAP enterprise resource planning system.

Language Skills: I am fluent in Irish and have good social French.

HOBBIES AND ACHIEVEMENTS

Sailing: Qualified Sailing Instructor (ISA Approved). Member of Dungarvan Harbour Sailing Club. Member of UCD Sailing Club. Member of UCD Laser Performance Cup Team 2017.

Horse Riding: Member and Secretary of UCD Equestrian Club. 5th place at the Irish University Riding Club Intervarsity 2017. Member of West Waterford Hunt. Represented Ireland in ponies at the European Working Hunter Championships held in the UK in 2010. 2nd place at RDS Dublin Horse Show. Received 148 pony Achievement Award 2014.

Music: Grade 6 Violin Royal Irish Academy (RIA). Silver Medal Classical Violin RIA. Cast in Ursuline Secondary School’s productions of ‘Jesus Christ Superstar’ and ‘Oliver!’ the musical. Member of overture orchestra on both occasions and pit orchestra for the latter musical.

Hockey: Member of Dungarvan Ladies Hockey Club. Member of Senior A squad at Ursuline Secondary School, Thurles. Member of UCD Ladies Hockey Team.

OTHER REFERENCES

Dungarvan Harbour Sailing Club
Edwin Fay (Commodore)
Quay St, Dungarvan,
Co. Waterford

Coláiste Uisce
Róisín Nic Grianna
Cuan Eilí,
Béal an Átha,
Co. Mayo